

1923

KENYA

56

CC
46466

FROM
GOV'S DEPUTY
NORTHCOTE

1320

DATE
22ND AUGUST 1923

REC
20 SEP 23

CIRCULATION:—

Mr. *Jewell*
Mr. *Bottanley*

SUBJECT

RETRENCHMENT OF MR ARJAN DASS
4TH GRADE CLERK, P.W.D.

The computation of gratuity and requests
sanction to payment of Shs 969/23.

U.S. of S.
U.S. of S.
U.S. of S.
Country of State.

Previous Paper

MINUTES

The local authorities seem to be
positive that when average salary
exceeds actual salary the pension or
gratuity should be based on the
actual salary. I have no note of
a ruling to this effect.

Taking 13 days in the first
line of the calculation as 13/365
not 13/3145, and treating the last
line in the same way I make the
average salary 2884.38 and the
aver pens. emoluments 3364.38.
The gratuity works out at 970.5

J.A. Sept 25, 1923.

I think the local view is
right. Any excess of war bonus
over revised salary has been
treated

1403-29 Sept 23

Subsequent Paper

MINUTES.

MINUTES NOT TO BE WRITTEN
ON THIS SIDE.

treated as a non-
pensionable allowance.
some years. It
would be illogical
to ~~count~~ ^{take in} this excess
for pension purposes
in respect of the period
prior to 1910 & not
to count the later

treated as a non-
 pensionable allowance.
 since 1/4 ps. It
 would be illogical
 to ~~count~~ ^{take in} this excess
 for average purposes
 in respect of the period
 prior to 1/4 ps + not
 in respect of the later
 service

? approve as
 total calculated.

C.J.J.
 26.9.23

Yes with 26.9.23
 above

Letter 1st

KENYA.

No. 1320.



532
GOVERNMENT HOUSE
NAIROBI,
KENYA.

22nd August, 1923.

46466

My Lord Duke,

I have the honour to transmit herewith a Form of Particulars required for the computation of gratuity payable to Mr. Arjan Dass, 4th Grade Clerk, Public Works Department, who has been retrenched from the service of this Colony in order to effect economy.

Particulars.

2. Mr. Dass' service dates from the 13th June, 1907, and he is, therefore, eligible for a gratuity of Shs.969/23 earned under Section IV of the Superannuation Act, 1887.

3. I shall be glad to receive, in due course, Your Grace's sanction for payment of the amount in question.

I have the honour to be,

My Lord Duke,

Your Grace's most devoted
and most obedient servant,

J. A. L. Hartshorn

GOVERNOR'S DEPUTY.

IS GRACE

THE DUKE OF DEVONSHIRE, K.G., P.C., G.C.M.G., G.C.V.O.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET, LONDON, S.W.

In Despatch No/320 of 22-8-1923

COLONIAL PENSIONS, &c.

PARTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions in page 4.)

1. Name of Applicant Arjan Dass
 2. Office or Situation 4th Grade Clerk, Public Works Department.
 3. Recommended for a gratuity of Sh. 969-23
 4. Age _____
 5. Service in Years and Months 15 years 9 months and 6 days
 6. Salary or Wages (A c t u a l) Sh. 2880-00 a year
 7. Emoluments Value of quarters (minimum) Sh. 480-00
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. ... } Sh. 3360-00 a year
 Cause of retirement Abolition of Office

Dates of Commencement and Termination of the several Appointments held by Applicant, with their Emoluments, distinguishing Salary from other allowances, and specifying such Allowances.

Title of Appointment.	Date of Commencement.	Date of Termination.	Salary per Annum Sh.	Allowances, per annum Sh.	Nature of Allowances, &c.
Public Works Dept.,	18-6-07	31-7-08	720		
	1-9-08	31-3-10	840		
Grade Clerk,	1-4-10	31-3-11	960		
	1-4-11	31-3-12	1080		
	1-4-12	31-3-14	1200		
Grade Clerk, Sh. 1440 by 20 to Sh. 1920 a year	1-4-14	31-3-15	1440		
	1-4-15	31-3-16	1560		
	1-4-16	31-12-16	1680		
	1-1-17	31-3-18	1800	1200	War Bonus
	1-4-18	31-3-19	1920		
	1-4-19	31-3-20	1920		
Grade Clerk, Sh. 2160 by 14 to Sh. 2880 a year	1-4-20	18-3-23	2880		

COLONIAL PENSIONS, &c.

PARTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions in page 4.)

Name of Applicant Arjan Dass
 Office or Situation 4th Grade Clerk, Public Works Department,
 Recommended for a gratuity of Sh. 969-23
 Age _____
 Service in Years and Months 15 years 9 months and 6 days
 Salary or Wages (A c t u a l) Sh. 2880-00 a year
 Emoluments Value of quarters (minimum) Sh. 480-00
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. ... } Sh. 3360-00 a year
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Dates of Commencement and Termination of the several Appointments held by Applicant, with their Emoluments, distinguishing Salary from other allowances, and specifying such Allowances.

Title of Appointment	Date of Commencement	Date of Termination	Salary per Annum Sh.	Allowances per Annum Sh.	Nature of Allowances, &c.
Public Works Dept.,	13-6-07	31-7-08	720		
"	1-3-08	31-3-10	840		
Clerk,	1-4-10	31-3-11	960		
"	1-4-11	31-3-12	1080		
"	1-4-12	31-3-14	1200		
Grade Clerk, Sh. 1440 by	1-4-14	31-3-15	1440		
20 to Sh. 1920 a year	1-4-15	31-3-16	1560		
"	1-4-16	31-12-16	1680		
"	1-1-17	31-3-18	1800	1200	War Bonus
"	1-4-18	31-3-19	1920		
"	1-4-19	31-3-20	1920		
Grade Clerk, Sh. 2160 by	1-4-20	18-3-23	2380		
24 to Sh. 2380 a year					

18. Statement, if the circumstances warrant it, that the Applicant "has discharged his duties with diligence and fidelity, to the satisfaction of the Head Officer or Officers of the Department," to be signed by any two of such Head Officers, if there shall be more than one, or by such Head Officer, if there shall be but one, together with "such a statement as will exhibit the merit, and value, and labour of the services of the Person recommended, embracing as long a period of his public service as can be authentically stated," and observations as to Special Services, Suspension, Reprimand, &c., with full particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Dass has discharged his duties with diligence and fidelity. Has carried out the duties of Timekeeper in the Public Works Department from the 13th of June, 1907, to the 18th of March, 1923.

Special Services Nil
 Suspensions Nil
 Reprimands Nil
 Injuries received on duty Nil
 Any other claims or matters for consideration Nil.

as above
 DIRECTOR OF PUBLIC WORKS.

Gratuity

computation, by the Treasurer, of the Pension, &c.

I certify that the Gratuity which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to nine hundred and sixty nine shillings and twenty three pence (Sh. 969-23).

and I base my Certificate on the following calculation:—

1st Appointment - 13th June 1907
 Retirement - 19th March 1923.

Public service

TOTAL

Years.	Months.	Days.
15.	9.	6.
15.	9.	6.

and emoluments

- Sh. 3360.00 a year

earned under Section IV of the Superannuation Act 1887, being the basic salary at Sh. 3360.00 a year (15/6 ends of Sh. 3360.00)

- Sh. 969-23

THE TREASURER,

NAIROBI, 19th July 1923.

Kenneth
 For Treasurer,

The Colony and Protectorate of Kenya.

Instructions.

Statement, if the circumstances warrant it, that the Applicant "has discharged his duties with diligence and fidelity, to the satisfaction of the Head Officer or Officers of his "Department," to be signed by any two of such Head Officers, if there shall be more than one, or by such Head Officer, if there shall be but one, together with "such a statement as will exhibit the merit, and value, and labour of the services of the Person recommended, embracing as long a period of his public service as can be authentically stated," and observations as to Special Services, Suspension, Reprimand, &c., with full particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Dass has discharged his duties with diligence and fidelity. Has carried out the duties of Timekeeper in the Public Works Department from the 13th of June, 1907, to the 18th of March, 1923.

Special Services Nil
 Suspensions Nil
 Reprimands Nil
 Injuries received on duty Nil
 Any other claims or matters for consideration Nil.

Arjan

ACTING DIRECTOR OF PUBLIC WORKS.

Gratuity

Computation, by the Treasurer, of the Pension, &c.—

I certify that the Gratuity which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to Nine hundred and sixty nine shillings and twenty three cents (Sh. 969-23),

and I base my Certificate on the following calculation:—

1st Appointment - - 13th June 1907
 Retirement - - - 19th March 1923.

Years.	Months.	Days.
15.	9.	6.
TOTAL		
15.	9.	6.

Public service

and emoluments - Sh. 3360-00 a year

earned under Section IV of Superannuation Act 1887, being 15/52nds of Sh. 3360-00 a

- Sh. 969-23

Arjan

For Treasurer,

THE TREASURY,

NAIROBI, 19th July 1923.

The Colony and Protectorate of Kenya.

Instructions.

4

INSTRUCTIONS REFERRED TO ON PAGE 1.

**If this Paper of Particulars and the Certificates connected with it,
be not sent in original, the copies must be duly attested.**

HEAD 1 OF PAPER.—In the case of an Officer serving on the West Coast of Africa, a statement is to be added whether he is a native of that Coast. (Colonial Regulations, § 430).

HEAD 3.—State the description of Allowance for which the Applicant is recommended, viz. Superannuation, Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case of Persons claiming an addition to their Pensions in respect of Professional or other special qualifications, this should be stated, and a reference should be given to the authority under which the claim is made.

HEAD 5.—If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9.

HEAD 6.—If the Person retiring has been in receipt of the same Salary, or in the class from which he retires, for the 36 months immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases the average annual amount of Salary or Wages for the 36 months next preceding the date of retirement should be inserted, preceded by the word "average," but if the whole period of service is less than three years, then the average for the whole period of service should be inserted.

HEAD 7.—A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each Emoluments (exclusive of salary or wages) which is claimed to be included in the calculation of the Pension or Gratuity

Whenever the value of a House or House Allowance, so ascertained, exceeds one-sixth of the salary and other emoluments which count for Pension purposes, it is to be reduced to one-sixth of that amount, so that it shall not exceed one-seventh of the whole

Fees which an officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, at the annual average of the net receipts of the 36 months next preceding the Officer's retirement. These net receipts are to be ascertained by deducting from the gross amount of Fees such Office Expenses, &c., as an officer may have had to defray from his own resources, in performing the services for which he was remunerated by Fees. No deduction, however, from the Fees should be made in respect of Office Expenses provided from Public Funds for the due discharge of those duties to which a Fixed Salary is annexed. Papers of "Particulars" when forwarded to the Colonial Department should be accompanied by forms of declarations from the retiring Officers, showing the amount received by them for fees, and the amount defrayed as above for Office Expenses, &c., in each of the three years immediately preceding the retirement. It will be the duty of the Colonial Government concerned to satisfy themselves of the accuracy of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ordinary circumstances be allowed to count for Pension purposes to the extent of more than one quarter of the Salaries, and Fees will not in any case be allowed to count for Pension purposes during any period in which the whole time of the Officer receiving them was not given to the Public Service.

HEAD 8.—In cases of infirmity, if the applicant is below the ordinary age for retirement, a Medical Certificate is to be furnished showing that he is disqualified by infirmity of mind or body for discharging the duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this certificate should be signed by two Officers, of whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9.—As to "broken" service see HEAD 5.

If the applicant has had any "acting" service, the details must be fully given, with statement whether or not, during the "acting" service, he was connected with the permanent Civil Service of the Colony.

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension, the facts are to be fully stated.

HEAD 14.—If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.

HEAD 19.—The length of service and other particulars of the computation are to be given. When an average of Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

Mr. Arjen Dass- Computation of Gratuity of.

565

AVERAGE YEARLY EMOLUMENTS FR. 19.3.20 TO 18.3.23 BOTH DAYS INCLUSIVE.

Particulars of period and salary.	Sh. Cs.	War Bonus. @ Sh.100/- P.M.
19.3.20 to 31.3.20 - 13 days @ 240/-p.m. (13/31sts of Sh.160/-)	67-10	41-94 (111.12)
1.4.20 to 31.12.22- 33 months @ 240/-p.m. (240 x 33)	7920-00	
1.1.23 to 28.2.23- 2 months @ 240/-p.m. (240 x 2)	480-00	
1.3.23 to 18.3.23 - 18 days @ 240/- (18/31sts of Sh.240)	139-36	(142.63)
TOTAL	Sh. 8606-46	41-94

Total Actual salary for three years -	Sh. 8606-46
Total War Bonus for three years -	Sh. 41-94
Total	Sh. 8648-40

Whereof 1/3rd Actual salary on date of Retirement	Sh. 2882-80
Average over Actual salary	Sh. 2880-00
	<u>Sh. 0002-80</u>

IS, THEREFORE, TO BE CALCULATED ON ACTUAL SALARY PRIOR TO RETIREMENT.

Actual salary on Date of Retirement	Sh. 2880-00
Add Value of Quarters (minimum)	Sh. 480-00
TOTAL ACTUAL EMOLUMENTS	Sh. 3360-00 a year.

COMPUTATION OF GRATUITY OF.

Date of 1st Appointment	13th June 1907
Date of Retirement	19th March 1923
	<u>Years. Months. Days.</u>
Actual service	15. 9. 6.
TOTAL	<u>15. 9. 6.</u>
Average salary and Emoluments	Sh. 3360-00

Gratuity earned under section 1V of the Superannuation Act 1887, being 15 week's salary @ Sh. 3360-00 a year (-15/52nds of Sh. 3360-00)

Sh. 969-23.

COLONIAL PENSIONS, &c.

PARTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions on page 4.)

Name of Applicant **Arjan Dass**
 Office or Situation **4th Grade Clerk, Public Works Department,**
 Recommended for **a gratuity** of **Sh. 900-00**
 Age _____
 Service in Years and Months **15 years 9 months and 6 days**
 Salary or Wages (**A s s e s s e d**) **Sh. 2890-00 a year**
 Emoluments **Value of quarters (minimum)** **Sh. 490-00**
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed } **Sh. 3380-00 a year**
 Cause of retirement **Abolition of Office**

Dates of Commencement and Termination of the several Appointments held by Applicant with their Emoluments, distinguishing Salary from other allowances, and specifying such Allowances.

Title of Appointment	Date of Commencement	Date of Termination	Salary per annum per annum Sh.	Allowances per annum Sh.	Nature of Allowances, &c.
Public Works Dept.	13-6-07	31-3-08	720		
	1-8-08	31-3-10	840		
Grade Clerk,	1-4-10	31-3-11	900		
	1-4-11	31-3-12	1000		
	1-4-12	31-3-14	1200		
Grade Clerk, Sh. 1440 by 20 to Sh. 1890 a year	1-4-14	31-3-15	1440		
	1-4-15	31-3-16	1500		
	1-4-16	31-3-18	1600		
	1-1-17	31-3-18	1800	1500	War Bonus
	1-4-18	31-3-19	1920		
	1-4-19	31-3-20	1920		
Grade Clerk, Sh. 2100 by 44 to Sh. 2890 a year	1-4-20	18-3-23	2800		

COLONIAL PENSIONS, &c.

PARTICULARS required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(In filling up this Paper refer to the Instructions in page 4.)

Name of Applicant **Arjan Dass**
 Office or Situation **4th Grade Clerk, Public Works Department,**
 Recommended for **a gratuity** of **Rs. 900-23**
 Age _____
 Service in Years and Months **15 years 9 months and 6 days**
 Salary or Wages (**A c t u a l**) **Rs. 2890-00 a year**
 Emoluments **Value of quarters (minimum)** **Rs. 490-00**
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. **Rs. 3380-00 a year**
 Cause of retirement **Abolition of Office**

Details of Commencement and Termination of the several Appointments held by Applicant, with their Emoluments, distinguishing Salary from other allowances, and specifying such Allowances.

Date of Appointment	Date of Commencement	Date of Termination	Salary per annum Rs.	Allowances per annum Rs.	Nature of Allowances, &c.
Public Works Dept.,	12-6-07	31-7-08	730		
	1-8-08	31-3-10	840		
Grade Clerk,	1-4-10	31-3-11	900		
	1-4-11	31-3-12	1000		
	1-4-12	31-3-14	1200		
Grade Clerk, Rs. 1440 by 20 to Rs. 1920 a year	1-4-14	31-3-15	1440		
	1-4-15	31-3-16	1600		
	1-4-16	31-3-18	1600		
	1-4-17	31-3-18	1800	1500	War Bonus
	1-4-18	31-3-19	1920		
	1-4-19	31-3-20	1920		
Grade Clerk, Rs. 2160 by 44 to Rs. 2500 a year	1-4-20	18-3-23	2000		

10. Whether each of the Appointments held by the Applicant has been on the Fixed Establishment of the Colony.
Yes

11. Whether the duties of the several offices or situations held since the Applicant entered the Civil Service have been such as to require that the holder should give his whole time to the public Service.
Yes

12. Whether holding any other Public Appointment, or receiving or claiming to receive any Public Money by Compensation, Half-Pay or otherwise.
No

13. If any kind of Pension or other Allowance has been commuted under the Imperial Pensions Computation Acts, 1869 and 1871, the annual amount of Pension or Allowance so Commuted and the date of Commutation should be inserted.
None

14. Absence, beyond ordinary Vacation leave, in each of the last 10 years:—

Year	Period of Absence		Number of Days	Cause of Absence
	From	To		
1917				
1918				
1919				
1920				
1921				
1922				
1923				
1924				
1925				

15. Date of Cessation of Duty ... **6th November 1923**
(Granted leave, with pay, from 7-12-22 to 18-3-23)

16. Date of Cessation of Salary ... **18th March 1923**

17. Date from which, inclusively, Pension will Commence ... **19th March 1923**

18. Statement, if the circumstances warrant it, that the Applicant "has discharged his duties with diligence and fidelity, to the satisfaction of the Head Officer or Officers of his Department," to be signed by any two of such Head Officers, if there shall be more than one, or by such Head Officer, if there shall be but one, together with "such a statement as will exhibit the merit, and value, and labour of the services of the Person recommended, embracing as long a period of his public service as can be authentically stated," and observations as to Special Services, Suspension, Reprimand, &c., with full particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Dass has discharged his duties with diligence and fidelity and has carried out the duties of Timekeeper in the Public Works Department from the 15th of June, 1907, to the 18th of March, 1923.

Special Services Nil
Suspensions Nil
Reprimands Nil
Injuries received on duty Nil
Any other claims or matters for consideration Nil.

(Sd.) A. E. HOEY,
DIRECTOR OF PUBLIC WORKS.

Computation, by the Treasurer, of the Pension, &c.—

I certify that the **Gratuity** which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to **nine hundred and sixty nine shillings and twenty three pence (Sh. 669-23)**.

and I base my Certificate on the following calculation:—

of 1st Appointment - 18th June 1907
of Retirement - 18th March 1923.

Years	Months	Days
15.	0.	6.
TOTAL		
15.	0.	6.

and emoluments - Sh. 3300.00 a year

Salary earned under Section IV of Superannuation Act 1907 being 18 weeks' salary at Sh. 3300.00 a year (18/52ths of Sh. 3300.00) - Sh. 1150.00

TREASURY,
NAIROBI, 19th July 1923

Commission
For Treasurer,

The Colony and Protectorate of Kenya.

Instructions.

18. Statement, if the circumstances warrant it, that the Applicant "has discharged his duties with diligence and fidelity, to the satisfaction of the Head Officer or Officers of his Department," to be signed by any two of such Head Officers, if there shall be more than one, or by such Head Officer, if there shall be but one, together with "such a statement as will exhibit the merit, and value, and labour of the services of the Person recommended, embracing as long a period of his public service as can be authentically stated," and observations as to Special Services, Suspension, Reprimand, &c., with full particulars of any injuries received on duty, or other claims or matters for consideration.

Mr. Arjan Dass has discharged his duties with diligence and fidelity. Has carried out the duties of Timekeeper in the Public Works Department from the 13th of June, 1907, to the 18th of March, 1923.

Special Services Nil
 Suspensions Nil
 Reprimands Nil
 Injuries received on duty Nil
 Any other claims or matters for consideration Nil.

(Sd.) A. T. HOEY.

for DIRECTOR OF PUBLIC WORKS.

Gratuity

Computation, by the Treasurer, of the Pension, &c.

I certify that the Gratuity which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to Nine hundred and sixty nine shillings and twenty three pence (Sh. 969-23).

and I base my Certificate on the following calculation:-

of 1st Appointment - 13th June 1907
 of Retirement - 18th March 1923.

	Years.	Months.	Days.
Actual service	15.	9.	6.
TOTAL	15.	9.	6.

and emoluments - Sh. 3360.00 a year
 by earned under Section IV of Superannuation Act 1907 being 1/18th of Sh. 3360.00 a year (1/18th of Sh. 3360.00) - Sh. 186.66

Signature

For Treasurer,

THE TREASURY,

NAIROBI, 19th July 1923

The Colony and Protectorate of Kenya.

Instructions.

INSTRUCTIONS REFERRED TO ON PAGE 1.

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HEAD 5.—If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9.

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Whenever the value of a House or House Allowance, so ascertained, exceeds one-sixth of the salary and other emoluments which count for Pension purposes, it is to be reduced to one-sixth of that amount, so that it shall not exceed one-seventh of the whole.

Fees which an officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, at the annual average of the net receipts of the 36 months next preceding the Officer's retirement. These net receipts are to be ascertained by deducting from the gross amount of Fees such Office Expenses, &c., as an officer may have had to defray from his own resources, in performing the services for which he was remunerated by Fees. No deduction, however, from the Fees should be made in respect of Office Expenses provided from Public Funds for the due discharge of those duties to which a Fixed Salary is annexed. Papers of "Particulars" when forwarded to the Colonial Department should be accompanied by forms and declarations from the retiring Officers, showing the amount received by them for fees, and the amount defrayed as above for Office Expenses, &c., in each of the three years immediately preceding the retirement. It will be the duty of the Colonial Government concerned to satisfy themselves of the accuracy of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ordinary circumstances be allowed to count for Pension purposes to the extent of more than one quarter of the Salaries, and Fees will not in any case be allowed to count for Pension purposes during any period in which the whole time of the Officer receiving them was not given to the Public Service.

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In case of ten years' service or more, this certificate should be signed by two Officers, of whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9.—As to "broken" service see HEAD 5.

If the applicant has had any "acting" service, the details must be fully given, with a statement whether or not, during the "acting" service, he was connected with the permanent Civil Service of the Colony.

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension, the facts are to be fully stated.

HEAD 14.—If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.

HEAD 19.—The length of service and other particulars of the computation are to be given. When an average of Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

INSTRUCTIONS REFERRED TO ON PAGE 1.

If this Paper of Particulars and the Certificates connected with it, be not sent in original, the copies must be duly attested.

HEAD 1 OF PAPER.—In the case of an Officer serving on the West Coast of Africa, a statement is to be added whether he is a native of that Coast. (Colonial Regulations, § 430).

HEAD 3.—State the Description of Allowance for which the Applicant is recommended, viz., Superannuation, Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case of Person claiming an addition to their Pensions in respect of Professional or other special qualifications, the same should be stated, and a reference should be given to the authority under which the claim is made.

HEAD 5.—If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9.

HEAD 6.—If the Person retiring has been in receipt of the same Salary, or in the class from which he retires for the 36 months immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases the average annual amount of Salary or Wages for the 36 months next preceding the date of retirement should be inserted, preceded by the word "average," but if the whole period of service is less than three years, then the average for the whole period of service should be inserted.

HEAD 7.—A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each Emoluments (exclusive of salary or wages) which is claimed to be included in the calculation of the Pension or Gratuity.

Whenever the value of a House or House Allowance, so ascertained, exceeds one-sixth of the salary and other emoluments which count for Pension purposes, it is to be reduced to one-sixth of that amount, so that it shall not exceed one-seventh of the whole.

Fees which an officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, at the annual average of the net receipts of the 36 months next preceding the Officer's retirement. These net receipts are to be ascertained by deducting from the gross amount of Fees such Office Expenses, &c., as an officer may have had to defray from his own resources, in performing the services for which he was remunerated by Fees. Deduction, however, from the Fees should be made in respect of Office Expenses provided for by Public Funds for the due discharge of those duties to which a Fixed Salary is annexed. Papers of "Particulars" when forwarded to the Colonial Department should be accompanied by formal declarations from the retiring Officers, showing the amount received by them for fees, and the amount defrayed as above for Office Expenses, &c., in each of the three years immediately preceding the retirement. It will be the duty of the Colonial Government concerned to state themselves of the accuracy of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ordinary circumstances be allowed to count for Pension purposes to the extent of more than one quarter of the Salaries, and Fees will not in any case be allowed to count for Pension purposes during a period in which the whole time of the Officer receiving them was not given to the Public Service.

HEAD 8.—In cases of infirmity, if the applicant is below the ordinary age for retirement, a Medical Certificate is to be furnished showing that he is disqualified by infirmity of mind or body for discharging the duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this certificate should be signed by two Officers, whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9.—As to "broken" service see HEAD 5.

If the applicant has had any "acting" service, the details must be fully given, with a statement whether or not, during the "acting" service, he was connected with the permanent Civil Service of the Colony.

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension, the facts are to be fully stated.

HEAD 14.—If the Applicant is liable to any deduction from his service under Clause 162 of the Colonial Regulations, the facts should be fully stated.

HEAD 19.—The length of service and other particulars of the computation are to be given. When an average of Salary, &c., is taken, the mode of calculating it (whether by month, &c.) is to be explained.

Mr. Aris. Date: Computation of Gratuity etc.

AVERAGE DAILY ENROLLMENTS FROM 10.1.22 TO 18.3.23 BOTH DAYS INCLUSIVE

Particulars of period and salary	Enrol.	Enrol. x 100/24 = p.m.
19.3.22 to 21.3.22 - 3 days @ 240/- p.m. (12/24ths of Rs.240/-)	87-30	43-94
1.4.22 to 31.12.22 - 28 months @ 240/- p.m. (240 x 28)	7920-00	
1.1.23 to 28.2.23 - 2 months @ 240/- p.m. (240 x 2)	480-00	
1.3.23 to 18.3.23 - 18 days @ 240/- (18/24ths of Rs.240)	138-36	
TOTAL	8046-66	43-94
Total Actual salary for three years -		Rs. 2606-46
Total War Bonus for three years -		Rs. 41-94
Total		Rs. 2648-40

Whereof 1/3rd Actual salary on date of Retirement **Rs. 2002-00**
 Average over actual salary **Rs. 2000-00**

GRATUITY IS, THEREFORE, TO BE CALCULATED ON ACTUAL SALARY PRIOR TO RETIREMENT.
 Actual salary on Date of Retirement **Rs. 2000-00**
 Add Value of Quarters (minimum) **Rs. 400-00**
TOTAL ACTUAL ENROLLMENTS **Rs. 2400-00 a year.**

COMPUTATION OF GRATUITY OF

Date of 1st Appointment	-	13th June 1907
Date of Retirement	-	19th March 1923
Actual service	YEARS- MONTHS- DAYS-	
	<u>18</u>	<u>0</u>
TOTAL	<u>18</u>	<u>0</u>
Average salary and Enrollments	-	Rs. 2400-00

Gratuity earned under section IV of the Superannuation Act 1907, being 18 week's salary at **Rs. 2400-00 a year (-18/24ths of Rs. 2400-00)** **Rs. 2000-00**

Ans 46466/23

1/10/23
SS

29/sep 1923.

DRAFT.

Sir,

I have the honour to

Sir Charles Bowring's ~~Mr. H. H. H. H. H.~~
acknowledge the receipt of your

despatch No. 1320 of the

22nd of August, and

to inform you that I approve the

amount of a pension at the rate of gratuity
of the : 969/23 a year, with

effect from the ~~1st~~

to Mr. Arjan Dass
on his relinquishment from
the app't of 4th Grade Clerk
in the P.W.D.

Jrc

1/10/23

No. 1105

Mr. Compton

MINUTE.

Mr. Bunn Sep 27

Mr. Jeffries 28/9/23

Mr. Davis

Mr. G. G. G.

Sir H. Read

Sir J. Masterton Smith

Mr. Ormsby-Gore

Duke of Devonshire